

IUPUI
University College Building
Security and Emergency Evacuation
Action Plan
2007

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IUPUI

Security and Emergency Evacuation Action Plan

1. PURPOSE

The Emergency Evacuation Action Plan has been developed to assist IUPUI students, faculty, employees and visitors in responding to any emergency incident which requires the evacuation of campus buildings. It complies with the requirements of the National Fire Protection Association(NFPA) Standards, 1 and 101 and OSHA Regulations(Standards-29 CFR), 1910.38.

2. GENERAL PROCEDURES

This Plan is a building specific guide provided to building occupants to familiarize them with basic emergency planning and response to emergency incidents. An emergency incident includes the following: fire; flood; hazardous chemical spill; tornado; earthquake; utility interruption or bomb threat. An emergency can be any event which places people or property at risk and which requires the trained response of all occupants of a building.

SPECIAL OCCUPANCY, AREA OF FUNCTION

It may be necessary to evaluate an individual building or area of a building based upon its occupancy and use and any special circumstances related to construction design. Such individual circumstances and the procedures to be followed in response to an emergency incident will be limited to that individual building or area.

RESPONSIBILITIES

Each building will be required to provide a **Building Fire Warden** and **Assistant Building Fire Warden**. Each floor of a building should have a **Floor Warden** and an **Assistant Floor Warden**. At the direction of the Floor Warden, individuals will be appointed to provide assistance for persons who have special needs in regard to evacuation, ie. someone in a wheel chair, etc. Those who provide such assistance will be called "**Buddies**". The number of Buddies per floor will vary depending upon how many people on that floor require assistance in evacuating. In some buildings, there will be a need for multiple Buddies in each department. Our goal should be to have at least two Buddies assigned to each area where persons with special needs are located. The assistance of a Buddy is optional. We encourage anyone with a special need to make it known to the Floor Warden or to a supervisor or faculty member and to take advantage of the assistance offered. We are all responsible for our own safety and thus our own evacuation in the event of an emergency.

TRAINING

All Building Wardens and Floor Wardens (and all Assistants) and all Buddies will receive a one hour training session which will include the following:

Orientation of Emergency Evacuation Action Plan; Familiarity with building layout and any special considerations of occupancy; Evacuation Plan steps such as the location of stairwells, possible areas of refuge, locations of manual fire alarm pull stations, fire extinguishers and precise actions to take in the event of an emergency evacuation; training in use of fire extinguishers; helpful information to look for from persons with special needs to escape. They will also participate in a live evacuation drill to be conducted twice per calendar year.

Training will be conducted by IUPUI Fire Protection Services.

If personnel turn over, additional training sessions should be conducted with new personnel.

DUTIES OF FIRE WARDENS

Fire Wardens are responsible to keep a copy of the Emergency Evacuation Action Plan posted within their building at all times. They should coordinate training for themselves, Floor Wardens and Buddies as appropriate. In the event of an emergency, the Building Fire Warden should proceed to a ground floor lobby and instruct all persons evacuating to move to a previously designated area away from the building. (Usually a parking lot). The Building Fire Warden and the Assistant should meet with Floor Wardens outside the building to ascertain who is still inside the building and where they are located as well as any other pertinent information. The Building Fire Warden and the Assistant should relay this information to either the fire department or to IUPUI Fire Protection Services. Building Fire Wardens should understand and follow the Emergency Evacuation Action Plan for their building. They should review the Emergency Evacuation Drill Report following any drill and the Alarm Report following an actual incident. These documents will be provided by Fire Protection Services.

DUTIES OF FLOOR WARDENS

The Floor Warden is responsible to select an Assistant and the appropriate number of Buddies for persons with special needs. The Floor Warden and Assistant Floor Warden will coordinate with Buddies relative to making the appropriate evacuation information available to all new personnel, including those with special needs. The Floor Warden and Assistant Floor Warden are responsible to see that they attend training for themselves and all Buddies on their floor.

Floor Wardens should be familiar with access to exits from their floor. They should also be aware of any areas of refuge that may be available on their floor.

They should know the location of the nearest manual fire alarm pull station and the location of fire extinguishers on their floor. They should follow the specific Emergency Evacuation Action Plan for their building. They should instruct building occupants in the appropriate evacuation procedure and should check with Buddies relative to the number of persons with special needs who may be remaining in the building to await rescue by the fire department. The specific information as to where and how many should be relayed to the Building or Assistant Fire Warden or to first responders. Floor Wardens and Assistants should encourage those evacuating to meet at a pre-designated location and to meet them at that location to determine if all are accounted for and to determine if anyone needs medical assistance. Any information about the details of the reason for the evacuation (fire, power outage, spill, etc.) should be passed along to the Building Fire Warden or the Assistant. The primary purpose of the Floor Warden and Assistant Floor Warden is to accomplish a full evacuation of their floor in the event of an emergency which requires building evacuation. They are not expected to place themselves at risk or to attempt to extinguish a fire unless specific circumstances warrant.

DUTIES OF BUDDIES

Buddies, appointed by Floor Wardens, will be trained to assist persons with special needs in evacuating a building in an emergency. Buddies will be familiar with this document, especially the section, Evacuation of the Disabled.

Buddies should be chosen from persons with a genuine desire to assist those with special needs within the framework of the Emergency Evacuation Action Plan for their building. Buddies should be familiar with the particular needs of the person for whom they provide assistance. They should also know the location of stairwells on their floor as well as rooms or areas of refuge where persons with special needs can wait safely to be rescued. They should have a thorough understanding of the actions required in the event of an emergency evacuation. Buddies should assist those with special needs out of the building, to a safe stairwell where they can be safely out of harms way until rescued or to a room or area of refuge where they can wait safely. The choice as to which of these actions to follow will depend upon the precise nature of the special need, the scope of the emergency and the timing of the evacuation of all building occupants. Buddies are not required to stay inside the building with the person they are assisting. They will be **required to report to Floor Wardens, Building Wardens or first responders the exact location** within the building **of the person to be rescued.**

The objective of Building Wardens, Assistants, Floor Wardens, Assistants and Buddies is to assist with the **safe evacuation of all building occupants** in the event of an emergency.

EVACUATION OF THE DISABLED

Faculty and supervisory staff with disabled persons under their direction shall meet with them as soon as possible after their introduction to the area to discuss emergency evacuation actions in the event of an emergency. A discussion of the Emergency Evacuation Action Plan should include information about the location of exits, stairwells, areas of refuge and other pertinent data that will assist persons with special needs. They should become acquainted with the availability of the Buddy system and encouraged to take advantage of this assistance. Since the Buddy system is optional, no one should be pressured in any way to utilize a Buddy as a means of escape from a building. It should be pointed out however, that we are all responsible for our own evacuation and if a person has special needs, we are willing to help meet those needs.

If a person requests a Buddy, one should be appointed by the Floor Warden and at least one Buddy(two would be better)should meet with the person with special needs to discuss evacuation procedures. The Buddy should assist the person to whom they are assigned at the time of exit drills. A discussion should follow each drill to allow input from both parties and to allow the fine tuning of the action plan. In the event there are problems which cannot be resolved, the Floor Warden or Building Warden can assist.

People who are ambulatory should be evacuated at the same time as other building occupants. Some persons with disabilities such as the vision impaired, might be of valuable assistance if the corridor or stairwell is filling with smoke and vision is affected.

People who are dependent upon equipment for their mobility should not use elevators unless they are instructed by the fire department to do so. These individuals must be protected in a safe place while waiting for the fire department to arrive and rescue them. Once the stairs have begun to clear of others, they can be placed inside the stairwell if it is safe to do so. If someone can relay the location to the fire department, the Buddy may stay, but that will be an individual decision. Keep in mind that it is easier to rescue one person than it is two. If the stairway becomes smoke filled or otherwise unsafe, move back into the building and proceed to another stairway or to a room that appears safe. Close the door and telephone University Police at 911. If unable to telephone, attempt to write on the door or on outside window.

If a person in a wheelchair must evacuate down the stairs, it is wise to wait for firefighters. If the situation dictates that the person must be carried down the stairs to save their life, caution should be taken to check with the person in the

wheelchair to see how the chair should be lifted and if there are any special considerations such as medical appliances, etc.

In a confirmed fire emergency, firefighters normally evacuate the first floor and then the floor[s] above the fire.

Anyone trapped inside a room with fire outside should attempt to call the police at 274-7911 or 911 and notify them of the location. They should also place something at the bottom of the door to slow the entry of smoke into the room. It might be wise to write the room number and number of persons trapped on the window of the room. Another alternative would be to place a large X on the window that covers the entire surface of the glass. Windows should never be opened unless the fire department directs someone to do so. If smoke does enter the room, stay as low as possible and away from the point of smoke entry.

Floor Wardens and Buddies should be vigilant when there are guests in their area with special needs or even new people. Floor Wardens should make these persons aware of evacuation procedures.

3. FIRE, SMOKE or EXPLOSION

If you discover fire, smoke or an explosion in a building, pull the nearest fire alarm and call 274-2311 which is the campus central reporting station. Give the building name, floor, room number and type of incident. You may also call university police at 274-7911 or 911. You should proceed to evacuate and may warn others by yelling fire, fire....on your way down the stairs.

If the fire is small enough to be extinguished and you have extinguisher training, use a portable fire extinguisher and put out the fire. If you are not certain that you can put the fire out, do not try. Evacuate! **Never attempt to extinguish a fire with a fire extinguisher or any other means unless someone is already notifying the fire department.**

When a fire alarm sounds, the law requires complete evacuation of the building. There are no exceptions. Walk to the nearest stairway or exit door. Close doors behind you as you leave. Do not use elevators unless instructed to do so by the fire department. Leave the building and move away from it to a designated area.

Leave sidewalks and driveways open to the fire department. Standing too close to the building could result in injury from glass or debris.

Do not return to the building until you are instructed to do so by authorities.

Persons trained to assist those with special needs should do so. Others should evacuate the building immediately. If you pass any persons with special needs on your way out, such as those in wheel chairs, you should pass the location of that person along to your Floor Warden once outside.

If you are unable to exit the building, go into a safe room and close the door. Call the university police if possible to let them know where you are. You might want to place towels or other materials under the door if you see smoke coming in. Wet towels will work. Write your room number and number of people on an exterior window with lipstick or a marker. Stay low and as far away from the point of smoke entry as possible.

Make it a point to know the location of manual fire alarm pull stations and portable fire extinguishers in your area. Never re-enter a building until a fire official tells you it is safe to do so.

4. Chemical or Hazardous Materials Spill

No Immediate Danger

Chemical spills involving materials which the person responsible for has definitive information indicating that the released material does not pose an immediate threat to themselves or other building occupants, should be handled as follows:

If you are thoroughly familiar with the hazards of the spilled material, have been trained to confine and cleanup spills and have access to the appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.

If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with generous amounts of water.

Notify or have someone notify the IUPUI Public Safety Dispatch Center at 274-7911 or 911 and give them:

- Building Name
- Floor
- Room Number
- Type of Incident
- Chemical[s] involved
- Estimated Volume of material[s] involved

The Dispatch Center will then notify the appropriate response departments to assist in the cleanup of the released materials.

Continue to rinse body contact areas with large amounts of water for at least 15 minutes.

Immediate Danger to Life or Health

If a chemical spill takes place which, in the opinion of the person[s] responsible for the material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

Sound the building fire alarm if there is any reason to believe that the released material may affect individuals outside the immediate spill area. Make every attempt possible and reasonable to direct evacuating individuals away from the immediate spill area.

If you come into physical contact with spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with generous amounts of water.

Call or have someone call:

Campus Central Reporting Station at 274-2311

And give:

Building

Floor

Room Number

Type of Incident

Chemical[s] involved

Estimated Volume of material[s] involved

Also:

Notify or have someone notify the IUPUI Public Safety Dispatch Center at 274-7911 or 911 and give the Name of the chemical and estimated volume in addition to the information listed above.

Evacuate the building to a safe distance and leave a clear access for arriving emergency personnel. Do not return to the building until instructed to do so by representatives of the IUPUI Department of Fire Protection Services, IUPUI department of Environmental Health and Safety or the IUPUI Police Department.

Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical

attention, etc.) Continue to rinse body contact areas with large amounts of water for at least 15 minutes unless directed otherwise by appropriate emergency medical personnel.

Chemicals Spills Exempted From Reporting

The following chemical or hazardous materials spills are exempted from reporting requirements provided that all of the following conditions are met: (Periodic spills of the same material are not exempted from spill notification requirements.)

Personnel directly involved in the spill have immediate access to the Hazardous Materials Information System (HMIS) rating for the chemical and the chemical has a rating of 0 or 1 for health, fire and reactivity.

Personnel directly involved in the spill have been trained to confine and cleanup spills of hazardous materials.

Personnel directly involved in the spill have access to appropriate personal protective clothing and equipment.

The amount spilled is less than one (1) pint (500 milliliters), if liquid, or one (1) pound (500 grams) if solid unless it is lubricating oil or latex paint, then the amount spilled may not exceed 1 gallon (4 liters).

The material does not possess a noxious, nauseating or otherwise irritating odor or property.

The released material is contained on an impervious surface and has not and is not immediately threatening to contaminate soil, groundwater or surface water.

Personnel directly involved in the spill ensure that the spill is immediately and thoroughly cleaned up and that resulting spill residues are properly stored and disposed of according to University policy.

5. **Tornado/Severe Thunderstorm**

Severe Thunderstorm Watch-Storms are possible, continue normal activities but have someone monitor the situation. Weather radios or television are reasonably good for this.

Tornado Watch-Tornados and severe thunderstorms are possible, continue normal activities but have someone monitor the situation.

Severe Thunderstorm Warning-Severe storms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

Keep people indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter.

Report injuries and damage to the IUPUI Public Safety Dispatch Center at 274-7911 or 911. Notify your department administrative office.

Tornado Warning-An actual tornado has been identified in the area.

Seek shelter immediately if you are in the warning area.

If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.

Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.

Basements, interior hallways on the lower floor and small interior rooms on the lower floors offer the best shelter.

Report injuries and damage to the IUPUI Public Safety Dispatch Center at 274-7911 or 911. Notify your department administrative office.

After the all clear, leave badly damaged buildings and do not attempt to return to the building unless directed to do so by University Police. Do not attempt to turn utilities or equipment on or off.

6. **Earthquake**

During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off of your feet

Or

You may be jarred first by a violent jolt as though your building was hit by a truck. A second or two later, you will feel the shaking and, as in the first example, you will find it very difficult (if not impossible) to move from one room to another.

During the Quake

If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, mirrors and fireplaces. If possible, extinguish any open flames or sources of ignition immediately.

If you are outside, get into an open area away from trees, buildings, walls or power lines.

If in a high rise building, stay there. Stay away from windows and outside walls. Get under a desk or table. Do not use elevators.

If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking is over. If the earthquake has been severe, do not attempt to cross damaged bridges, overpasses or damaged sections of road.

After the Quake

Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move. Rescue and emergency medical crews may not be readily available.

Do not use the telephone immediately unless there is a serious injury, fire or gas leak.

If you suspect or know that someone is trapped in the building, contact IUPUI Public Safety Dispatch Center at 274-7911, or 911, or in person. Have someone post a message at the front of the building noting the time, date, number of victims and their last known location in the building.

Check for utility failures inside your building, such as gas or water leaks, broken electrical wiring or broken sewer lines. Check the interior and exterior for cracks or damage. If there is gas leaking, extinguish all sources of ignition

and do not turn on or off any electrical switches in the area. Call Campus Facility Services for assistance immediately. If there is damage, report that also to Campus Facility Services at 278-1900 or IUPUI Public Safety Dispatch Center at 274-7911 or 911. Attempt to block off damaged areas to keep people away from the hazard until help can arrive.

Do not touch downed power lines or damaged building equipment.

If the building is severely damaged, evacuate and attempt to secure the building against entry. Notify IUPUI Public safety Dispatch Center at 274-7911, or 911, and Campus Facility Services at 278-1900 of the damage and evacuation. Do not re-enter the building.

If you need to evacuate, post a message in clear view indicating the building has been evacuated and where you will be. If you have a cell phone or University radio, take them with you. Turn on a battery powered radio for news and information.

Do not use your vehicle unless there is an emergency.

Be prepared for aftershocks. Aftershocks are usually smaller than the main quake, but may be large enough to do additional damage to structures weakened during the main shock.

7. Flood or Utility Failure

In the event of a utility failure, immediately call Campus Facility Services at 278-1900. Be prepared to give the following:

Building Name
Floor
Room number
Nature of Problem
Person to contact and phone #

During a power failure, areas that do not have enough natural light to clearly see exit corridors, exit stairs or exit through doors while emergency lighting is still available. Emergency lighting is temporary and is not provided to continue building operations. Re-entry to the building should not be made until power is restored.

If the basement is flooding, it will be necessary to shut down power to the building. If you are in the area of the flooding before power is terminated, you should stay out of the water and contact Campus Facility Services at 278-1900 for instructions.

Loss of domestic water or fire protection water, while not an emergency, will eventually interrupt the building operations. If this occurs, be prepared to evacuate.

8. Bomb Threats

Most bomb threats are received by telephone. The person receiving the telephone call should remain calm and obtain as much information as possible.

Immediately call the University Police at 274-7911 or 911. Inform them of the situation with as much information as is available; specifically the location and time the bomb is supposed to explode.

The police will ask those working in the area to assist with the search as they will be more familiar with what does and does not belong. If a suspicious package or device is found, immediately notify the police. **DO NOT TOUCH OR HANDLE** the item.

The building administrator will be responsible for ordering the evacuation of the building after consultation with the University Police Ordinance Officer.

If the bomb threat is received by written communication, immediately notify the University Police at 274-7911 or 911. Do not handle the communication any more than is absolutely necessary. Surrender the document to the police upon their arrival.

Things to remember if you receive a bomb threat by telephone:

Exact wording used by the caller

When will bomb explode (ask the caller)

Where is the bomb (ask the caller)

What building is it in (ask the caller)

What floor is it on (ask the caller)

Who is the caller (ask the caller)

Date and time call was received

The caller's voice sound and manner

Your name and the phone number of your phone

Specific Security, Evacuation, and Emergency Guidelines for the University College Building

The following measures are guidelines for your security and safety while you are in the University College Building. It is in your best interest to read this document and become familiar with the location of the emergency exits and how to exit the building. Because some of the departments in this building change their hours of service, you are encouraged to seek a verbal confirmation of those times that are a matter of your concern.

No matter how complete our safety measures are designed to assist you, they can never be successful without your common sense and awareness of your surroundings.

Safety and Emergency Guidelines Using the University College Building Outside Normal Hours

These guidelines are to be followed when occupying the building before or after normal office hours. All individuals having keys to the building are responsible for securing the building when entering and exiting. Following these procedures will ensure your safety while securing the University College Building. You are encouraged to review this document BEFORE you enter the building before or after normal business hours. For your own safety, please be aware of emergency exits and emergency buttons.

Building Hours

Please watch for updates and postings. Hours can change.

Fall and Spring Semesters when classes are in session

Monday-Thursday 7:30 a.m.-9:30 p.m.

Friday 7:30 a.m.-7:30 p.m.

Saturday 9:00 a.m.-5 p.m.

Sunday Noon- 6 p.m.

Summer Sessions when classes are in session

Monday-Friday 7:30 a.m. – 7:30 p.m.

Saturday 9:00 a.m.-4:00 p.m.

Sundays Closed

The building may also be closed during break periods and on holidays. **No events should be held in the building when the building is closed without special permission from a building coordinator.**

NOTE: Since the elevators lock out at 9:30 p.m., you must make arrangements with the Campus Police for individuals in your group that may need assistance out of the building. If you are on the second floor, those in wheelchairs can exit the building using the connector on the eastside.

Facility Information

Elevators lock out from 9:30 p.m. to 7:00 a.m.

Central stairway doors are locked (approximately 15 minutes before building closes each night). You will be able to exit the floor but you will not be able to re-enter without the appropriate key.

During some holidays and sessions breaks, the building is closed. Check with the building schedule by dialing 274-3931.

Important Steps

- After you enter the building, make sure the door is locked. **IMPORTANT: The doors have a pressurized closing system and the doors take time to close. Please wait until the doors are fully closed to make sure they are locked behind you. It is recommended that you shake the door after it closes to make sure it is locked. Keeping the entry doors locked after you enter and exit the building is critical to your safety and the others who remain in the building.**
- If you enter from the front (West or second floor connector) doors, make sure the doors are locked after you enter.
- If you enter a central stairway door, make sure the door is locked after you enter.
- If you are meeting on the second floor, make sure all corridor doors are locked. (There should not be meeting in the building when it is closed, without permission from a building coordinator.)
- If you are meeting on the second floor make sure all doors in the connector are locked. (There should not be meeting in the building when it is, closed without permission from a building coordinator.)
- Regardless of which floor you may be meeting on, all members of your group must remain in your designated meeting area. (There should not be meeting in the building when it is, closed without permission from a building coordinator.)
- Always do a security sweep of the floor you are occupying before you exit the building. Restrooms must be included in your sweep.
- Put all trash in receptacles provided.
- Do not tape materials on the walls or glass surfaces. This will cause damage to the paint or glass. Use only designated area provided for posting. All materials must be approved for posing on bulletin boards. Contact Community & Campus Life (UC 002, 274-3931) for approval.
- If you reserved a room and have a loaned key, you must return the key within 12 business hours after the event.
- You are encouraged to always have another person with your after the building is closed.
- If you need housekeeping, call 278-1900
- Children should always be supervised by their parents or guardian. They should never be left alone-especially in the lobbies where the televisions are located. The university is not responsible for the safety of unattended children.

- There are security cameras with monitors for our facilities. The university does not monitor activity on a continuous basis. Essentially, you are responsible for your own safety when you are in the building before or after normal hours.
- Be aware of your surroundings at all times.
- Review the map to locate emergency exits, emergency buttons, s, public telephones, and campus telephones.
- If you remain in the building after it closes, you are strongly encouraged to call the first floor Information Desk and report your presence before the building closes. The Information Desk number is 278-2533. It is a good procedure also to let the campus police know of your presence, especially if you enter or remain in the building when it is closed.
- There is no smoking allowed in the building. Smoking is allowed only outside the west doors. Receptacles are provided.
- When leaving a room or office during an emergency, close and lock the door behind you.

Emergency Procedures

If you feel your safety is being threatened, dial the campus police at 4-7911 or 911 for immediate assistance.. The address of this building is the University College Building (campus building code is UC), 815 W. Michigan Street.

If you are not near a telephone, an emergency button, or a , exit the building as soon as possible and seek assistance. There is a “blue-lighted” emergency telephone west of this building between University College and Cavanaugh Hall. This telephone quickly summons Campus Police.

The emergency buttons located on the second floor will be answered by police dispatch. (There is one located at the connector doors, inside the University College Building, on the north side; the other emergency button is located by the public telephones on the second floor, near the computer lab. Note their locations on the map provided.) You don’t have to respond when a voice replies to the button being pressed, but if you don’t, then you will leave the perpetrator open to responding with false information. If you wish to be less conspicuous, you will need to use the s (note their locations on the map provided). By pressing the, police will respond to the location but **WITHOUT** the verbal acknowledgment you will receive using the emergency buttons. Only emergency buttons are available after normal business hours.

Evacuating the Building After Business Hours

When the Advising Center – 3rd floor, Resource Center – 2nd floor, and Information Desk (Lower level and 1st floor) are open after 5:00 p.m., these areas have the responsibility of clearing their respective floor. After regular building hours, no floor warden or floor buddy will be available to staff and public.

Fire

Dial 4-7911 or 911 and evacuate the building. The building has sprinklers. Only the sprinklers set off by the heat will be activated. The elevators will shut off at the first floor and will not operate. Use the stairs to exit. Persons with the disabilities should be helped to a safe room. Floor Buddies will take this responsibility. Police and fire personnel are trained to assist people with disabilities in exiting the building from the area identified as safe room by the Floor Buddy..

Tornado

Seek safety in the main central stairwell or in the basement/tunnel area. Do not stay in the hallways or near the window. When exiting a room or your office, close the door. If you are in the building before or after normal building hours, you are responsible for your own safety. You will need t be alert to any weather warnings and take the necessary precautions. **IMPORTANT:** If you seek shelter in the stairwells or tunnel, the doors will lock behind you (after business hours) and you will not be able to get back on the floor you exited unless you take your building key. You will have to exit the building and go to the blue phone northwest of the building and dial for assistance.

Medical

Dial 4-7911 or 911. One person needs to stay with the individual(s) needing assistance and another, if possible, needs to meet the emergency team at the front door.

**Safety and Emergency Guidelines Using the
University College Building During Normal Business**

These guidelines are to be followed when occupying the building during normal business hours. Following these procedures will ensure your safety while working in the University College Building. You are encouraged to review this document and become aware of the locations of emergency exits and emergency buttons and the steps to take if there is a threatening situation.

Building Hours

Fall and Spring Semesters when classes are in session

Monday-Thursday	7:30 a.m.-9:30 p.m.
Friday	7:30 a.m.-7:30 p.m.
Saturday	9:00 a.m.-5 p.m.
Sunday	Noon- 6 p.m.

Summer Sessions when classes are in session

Monday-Friday	7:30 a.m. – 7:30 p.m.
Saturday	9:00 a.m.-4:00 p.m.
Sundays	Closed

Facility Information

Elevators lock out between 9:30 p.m. to 7:00 a.m.

During some holidays and session breaks, the building is closed. Check with building coordinator for the building schedule by dialing 274-3931.

IMPORTANT Steps

- Put all trash in receptacles provided. Trash on floors may pose hazards when exiting the building during emergencies.
- Do not tape materials on the walls. Materials taped on walls can obstruct the view of exit signs for the public to use who are not familiar with the building. Use only designated areas provided for posting. All materials must be approved for posting on bulletin boards. Contact Community & Campus Life (UC 002, 274-3931).
- If you reserved a room and have a loaned key you must return the key within 12 business hours after the event.
- If you need housekeeping, call 278-1900. it is best to clean up spills immediately.
- Children should always be supervised by their parents or guardian. They should never be left alone-especially in the lobbies where the televisions are located. The university is not responsible for the safety of unattended children.
- There are security cameras with monitors for our facilities. The university does not monitor activity on a continuous basis.
- Be aware of you surroundings at all times.
- Review the map to locate emergency exits, emergency buttons, s, public telephones, and campus telephones.
- As a university employee, you are responsible for helping evacuate the public in the building during an emergency. This means helping to instruct our public how to properly exit the building.
- When leaving a room or office during an emergency, close and lock the door behind you.

Emergency Procedures

If you feel your safety is being threatened, dial the campus police at 274-7911 or 911 for immediate assistance. The address of this building is The University College Building (campus building code is UC), 815 W. Michigan Street.

If you are not near a telephone, an emergency button, or a , use the cod word provided by your supervisor, which will alter your staff members of the situation. They will dial the campus police and then notify your supervisor. Do not put yourself at risk by trying to take matters into your own hands. It is best not to agitate the situation.

Code Word_____

Emergency and Panic Buttons

The emergency buttons located on the second floor (There is one located at the connector doors, inside the University College Buildings, on the north side; the other emergency button is located by the public telephones on the second floor, near the computer lab. Note their locations on the map provided.) This will be answered by police dispatch. You don't have to respond when a voice replies to the button being pressed, but if you don't, then you will leave the perpetrator open to responding with false information. If you wish to be less conspicuous, you will need to use the s (note their locations on the map provided). By pressing the, police will respond to the location but WITHOUT the verbal knowledge you will receive using the emergency buttons. This is a silent alarm. In other words, only you will know you have summoned the police.

Fire

Dial 4-7911 or 911 and evacuate the building. The building has sprinklers. Only the sprinklers set off by heat will be activated. The elevators will shut off at the first floor and will not operate. Use the stairs to exit. Persons with certain disabilities should be helped to the stairwell. Police and fire personnel are trained to assist disabled people in exiting the building. Once you get the disabled person to safety, remember to notify emergency personnel so they can evacuate the individual.

Tornado

Seek safety in the main central stairwell or in the basement/tunnel area. Do not stay in the hallways or near the windows. When exiting a room or your office, close the door. Each floor will be notified to evacuate once an official warning has been given. Employees should make sure the public is properly assisted in evacuating. Each floor has a designee that will do a final check in bathrooms and offices before leaving the floor. Once the warning has been lifted, you will be given instructions to enter your floor again. If you are in the building before or after normal building hours, you are responsible for your own safety. You will need to be alert to any weather warnings and take the necessary precautions. **IMPORTANT:** If you seek shelter in the stairwells or tunnel, the doors will lock behind you (after business hours only) and you will not be able to get back on the floor you exited unless you take your building key. You will have to exit the building and go to the blue phone northwest of the building and dial for assistance once the warning has been lifted.

Medical

Dial 4-7911 or 911. Once person needs to stay with the individual(s) needing assistance and another, if possible, needs to meet the emergency team at the front door to direct them to a location.

Bomb Threats

If you receive a bomb threat:

- Call Campus Police at 274-7911 or 911
- Alert first floor information desks to start the evacuation process of building.

Notification Evacuation Process (Fire, Tornado, or Other Threats)

- Lower Level Susan Canady (274-3931) or Cindy Goodnight (278-2531) (Dan Maxwell July 1, 2006 4-3931) will contact
- 1st Floor: Information Desk (278-2533) will contact
- 2nd Floor: Resource Desk at (274-4818) or Mark Minglin (278-6068) will contact
- 3rd Floor: Dean's Office at 274-5036, 278-7681, or 274-5032

During a tornado weather threat, evacuate to the lower level and remain in the corridors that lead to B12.

During a fire alarm or bomb threat evacuation, report to the north courtyard once you have exited the building. Each office should make sure its employees have left the building safely and use the "buddy system" in helping to account for all staff and visitors.

- Elevators will be locked.
- Use the stairs.
- Building will be locked.
- Suites will be locked.
- Do not stay in your office.
- Do not stand by glass.
- Stay on lower level (tornado warning)

Special note: Although employees MUST evacuate according to these guidelines some people may refuse to evacuate the building or seek shelter. If this occurs, don't put yourself at risk. You need to evacuate and let the proper authorities know a person is left on a specific floor. Again, it is important for all staff to close and lock their doors during an evacuation. **NOTE: By not leaving the building during an evacuation, the individual puts him/herself at risk for a Class A Misdemeanor. It is against Indiana law not to leave a building under an alarmed situation.**

Report any problems to the building coordinators by calling:

Building Wardens

Harriett Bennett 274-5037, 274-5036, or pager 382-6804
Susan Canady 274-3931

Floor Wardens

Lower Level - Cindy Goodnight (278-2531) (Dan Maxwell 274-3931 after June 30, 2006) or Information Desk (274-3931)
First Level - Michelle Verduzco or Information Desk (274-3931)
Second Level - Mark Minglin (274-0231)
Third Floor - Andrea Graf (278-7681) or Lynn Trapp (274-5036)

Building Buddies

Lower Level –Sylvia White-Hooks (274-6623), Charlie Johnson (278-7878) or Information Desk (274-3931)

First Level –Sandy Flowers or Information Desk (274- 3931)

Second Level –Joy Martin (278-6068) or Linda Trackwell (274-7572)

Third Floor – Patti Hair (278-2662) and Barbara Browning (274-1011)

Each floor's wardens and buddies should gather outside the elevator of their respective floor after their area sweep to confirm the group's presence and safety. Any warden and/or buddy not present at this gathering area should be contacted by walkie-talkie. If no response is received by the missing person, group should ask one member to search and return quickly to gathering area to report status. If missing member is not found, group should exit quickly and notify the building warden about missing person. The building warden should be either on the first floor or outside the main entrance (Susan or Harriett). They will confirm whether or not the person is present or if the report should go to emergency personnel.

Adverse Weather and Emergency Notification Systems

University officials may decide to close the campus during certain weather or national security threats. If the IUPUI campus closes for any reason, the closing will be announced on major television and radio outlets in Central Indiana. Student, facility, and staff may also call 278-1600 to hear a recording that will also report if the university is closed. The following websites can be checked for closing information:

<http://registar.iupui.edu/adverseweather.html>

www.police.iupui.edu

Evacuation Route for Lower Level

Rooms B10, B11, B12:

1. Exit out of B12, take the rear staircase that leads to the loading dock
2. Up the staircase and out the main doors.

Lower Level programming

1. Exit up the building's center staircase, exit on the 1st floor, and out the main doors of the building
2. Down the back all way towards B 12, out the staircase that leads to the loading dock
3. Up the staircase and out the main doors.

Lower Level Eating Area, UC 005, UC 002, UC 006

1. Up staircase and out the main doors
2. Up the building's center staircase, exit on the 1st floor, out the main doors
3. Down the back hallway towards B12, up the rear staircase that leads to the loading dock

Anyone who cannot leave the building on their own should meet the Buddies in 006 B. The situation will then be assessed by the Buddies to determine the best course of action, such as where the disabled can be left safely to await rescue. The floor warden, after making sure evacuation is taking place, will then check with the buddies to see how many people need to be rescued.

Evacuation Route for First Floor

Math Assistance Center (UC 102)

1. Exit out the main doors of the building
2. Exit out the emergency exit in the MAC

UC 115

1. Exit out the main doors of the building
2. Exit out the emergency exit in UC 115

Food Court

1. Exit out the main doors of the building
2. Exit out the West Entrance of the building

Eating area, Card Services Office, USG office, Campus Visits Office, UC 129, UC 132, UC 133

1. Exit out the West entrance of the building
2. Exit out the main doors of the building

Anyone who cannot leave the building on their own should meet the Buddies at the Information Desk. The situation will then be assessed by the Buddies to determine the best course of action, such as where the disabled can be left safely to await rescue. The floor warden, after making sure evacuation is taking place, will then check with the buddies to see how many people need to be rescued.

The exception to the Information Desk safety area is when a tornado or storm warning has been issued. The safest place for the person who cannot get to the lower level corridor is the stairwell where no windows are located.

Evacuation Route for Second Floor

Students and employees on this floor who are located east of the elevators should exit out of the building using the emergency stairs and the ramp leading out of the building. Those students and employees who are located on the west side of this floor should exit using the emergency stairs, and the main stairs next to the elevators.

Anyone who cannot leave the building on their own should meet the Buddies in the lobby 2025 (next to exit ramp). The situation will then be assessed by the Buddies to determine the best course of action, such as where the disabled can be left safely to await rescue. The floor warden, after making sure evacuation is taking place, will then check with the buddies to see how many people need to be rescued.

The exception to safety area 2025 is when a tornado or storm warning has been issued. The safest place for the person who cannot get to the lower level corridor is the stairwell where no windows are located.

Evacuation Route for Third Floor

The floor has been divided into three sections called A, B, and C in order to accommodate the large number of students and employees that will need to evacuate. Employees and students/visitors will be directed to use the stairwell in their respective area.

Section A/East Stairwell: Advisors and any students in their offices should use the east stairwell. Because students may not know where the stairwell is located, advisors should ask the students to accompany them to the stairwell.

Section B/Main Stairwell: The section includes anyone in the following rooms: advising waiting area, 3004, 3004A, 3008, 3001, restrooms, 3154, 3156 & A, 3158, 3162, 3163, 3165, 3169, 3171, 3099C, 3100, 3104, 3106, 3110, 3099X, 3114, 3116, 3118, 3120.

Section C/West Stairwell: This section includes anyone in the following rooms: 3140 Suite, 3130 Suite, 3124, 3128, 3114, 3116, 3118, 3120, 3124, 3128, 3131, 3133, 3134, 3135, 3099B, 3144, 3145, 3146, 3147, 3149, 3151. A lot of times there are students in these areas, especially the 3130 Suite (SSS) and the 3140 Suite (Honors). Again, those students will probably not know when the west stairwell is; they will need to be directed by employees in their area.

IF A STAIRWELL IS BLOCKED

If the East or West stairwell is blocked and unable to be used, people in Sections A or C should proceed to the Main Stairwell. If the Main Stairwell is blocked, people in section B should use either the East or West stairwell, depending on which is closest to them.

EVACUATION OF DISABLED

Anyone who cannot leave the building on their own should meet the Buddies in the classroom (3001). The situation will then be assessed by the Buddies to determine the best course of action, such as where the disabled can be left safely to await rescue. The floor warden, after making sure evacuation is taking place, will then check with the buddies to see how many people need to be rescued.

